



JAY DARDENNE  
LIEUTENANT GOVERNOR


**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
OFFICE OF MANAGEMENT AND FINANCE

CHARLES R. DAVIS  
DEPUTY SECRETARY

DESIRÉE W. HONORÉ  
UNDERSECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 2014-014

**TO:** Lt. Governor, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

**FROM:** Rikki Nicole David, SPHR, IPMA-CP   
Human Resources Director

**SUBJECT:** New/Revised Policies

**DATE:** June 23, 2014

The following policies have been revised, effective June 4, 2014:

- PPM #16, Optional Pay Adjustments Policy  
This policy has been revised in order to reflect 4/2/2014 changes to Civil Service Rule 6.16.2, which limits optional pay for additional duties to no more than 15% within three consecutive years. The recruitment section was also updated to identify the type of written justification required to support an optional pay request for this purpose.
- PPM #34, Rewards and Recognition Policy  
This policy has been revised in order to increase the dollar value of the Service Recognition rewards. The Professional Citation and Award of Valor for the Office of State Parks were also added in the Non-Monetary Rewards section.

In addition, a new policy has been issued, effective June 4, 2014:

- PPM #44, Attainment of Advanced Degree Policy  
This policy provides management a means by which to compensate employees that, while employed by OLG/DCRT, attain an advanced degree in a job-related field of study. Such base pay increases shall not exceed 10% of the employee's salary. Please refer to the policy for further details.

The policy revisions/additions noted above may be accessed on OLG/DCRT's intranet (Channel Z), which is located at <http://www.crt.state.la.us/HR/Policies.aspx>. The policies are also attached for your convenience.

Should you have any questions regarding the above policies, please contact the Human Resources Division at (225) 342-0880.

RND:bc  
Attachment  
c: Personnel Liaisons

**Please Post and Circulate**